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COURT REPORTING. (BUSINESS TECHNOLOGY).
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DESCRIPTORS- *CURRICULUM, *BUSINESS EDUCATION, *COURT REPORTERS, POST SECONDARY EDUCATION,

A CURRICULUM IS OUTLINED FOR PROVIDING THE STUDENT WITH THE NECESSARY SKILLS IN TYPING, MACHINE SHORTHAND, DICTATION, TRANSCRIPTION, AND TERMINOLOGY FOR EMPLOYMENT AS A COURT REPORTER AND/OR CONFERENCE REPORTER. IT WAS DESIGNED FOR USE IN TECHNICAL INSTITUTES AND COMMUNITY COLLEGES BY ADMINISTRATORS AND INSTRUCTORS FOR PLANNING A 6-QUARTER, PREEMPLOYMENT CURRICULUM. THE MATERIAL WAS DEVELOPED BY A CURRICULUM COMMITTEE AT THE STATE LEVEL, EVALUATED BY A COMMITTEE AND TEACHERS, AND REVISED TO INCORPORATE TEACHER SUGGESTIONS. THE TEACHER SHOULD BE A SECRETARIAL SCIENCE INSTRUCTOR WITH STENOTYPE EXPERIENCE. COURSE DESCRIPTIONS FOR EACH QUARTER ARE PRESENTED. (FS)

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BUSINESS TECHNOLOGY

COURT REPORTING

INTRODUCTION

Purpose of Curriculum

In North Carolina there has been an ever increasing need for trained men and women for positions as court reporter and/or conference-convention reporter. The purpose of the Court Reporting Curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the profession, and to enable persons to become proficient soon after accepting employment.

The curriculum is designed to offer the students the necessary skills in typing, Stenograph shorthand, dictation, transcription, and terminology for employment as a court reporter and/or conference reporter.

Job Description

The graduate of the Court Reporter Curriculum should find opportunity for immediate employment, rapid advancement, and a good income. The duties of a court reporter may consist of: recording examination, testimony, judicial opinions, judge's charge to jury, judgment or sentence of court, and other proceedings in a court of law.

The duties of a conference-convention reporter may consist of: recording proceeding of conferences, conventions, board meetings, and informal business or committee meetings. The graduate may be employed by a reporting firm, or be employed on a free-lance basis.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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ACKNOWLEDGMENTS

The Curriculum Laboratory of the Department of Community Colleges recognizes the valuable contributions of the following persons who served as members of the curriculum committee.

Mr. Bert M. Montague	Assistant Administrator of the Office of the Courts
Mr. William H. Stephenson	Secretary of the North Carolina Industrial Commission
Mrs. Wilda Hauer	Court Reporter - Federal
Mrs. Alma Wilkes	Court Reporter - Instructor
Mr. Royace Pipkin	Chief Court Reporter - Wake County

BUSINESS TECHNOLOGY

COURT REPORTING

SUGGESTED CURRICULUM BY QUARTERS

(Old No.)	Course Title		Hours Per Week: Class	Hours Per Week: Lab.	Quarter Hours Credit
	FIRST QUARTER				
X	T-ENG 101	Grammar	3	0	3
BUS 302	T-BUS 102	Typewriting (or Elective)	2	3*	3
X	T-BUS 126	Machine Shorthand	5	6*	7
X	T-BUS 185	Vocabulary Building	3	0	3
X	T-BUS 114	Law	3	0	3
			16	9	19
	SECOND QUARTER				
X	T-ENG 102	Composition	3	0	3
BUS 303	T-BUS 103	Typewriting (or Elective)	2	3*	3
X	T-BUS 127	Machine Shorthand	5	6*	7
BUS 383L	T-BUS 183L	Terminology and Vocabulary (Legal)	3	0	3
X	T-BUS 251	Court Procedure	3	0	3
			16	9	19
	THIRD QUARTER				
ENG 306	T-ENG 206	Business Communication	3	0	3
BUS 304	T-BUS 104	Typewriting	2	3*	3
X	T-BUS 128	Machine Shorthand	5	6*	7
BUS 383M	T-BUS 183M	Terminology and Vocabulary (Medical)	3	0	3
X	T-BUS 252	Court Procedure	3	0	3
			16	9	19

*"Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour for each three hours of laboratory.

(Old No.)	Course Title		Hours Per Week Class	Lab.	Quarter Hours Credit
	FOURTH QUARTER				
ENG 307	T-ENG 204	Oral Communication	3	0	3
X	T-BUS 201	Machine Shorthand	5	6*	7
X	T-BUS 202	Dictation and Transcription	3	2	4
BUS 350	T-BUS 205	Advanced Typewriting	2	3*	3
BUS 384M	T-BUS 284M	Terminology and Vocabulary (Medical)	3	0	3
			16	11	20
	FIFTH QUARTER				
X	T-BUS 203	Dictation and Transcription	3	2	4
_____	_____	Social Science Elective	3	0	3
_____	_____	Elective _____	9	0	9
			15	2	16
	SIXTH QUARTER				
_____	_____	Social Science Elective	3	0	3
X	T-BUS 204	Dictation and Transcription	3	2	4
X	T-BUS 253	Court Reporting	0	10	5
_____	_____	Elective _____	3	0	3
			9	12	15

Total Quarter Hours in Courses	96
Electives (Min.)	12
Total	108

COURT REPORTING

COURSE DESCRIPTIONS BY QUARTERS

(Old No.)	FIRST QUARTER	Hours Per Week Class	Lab.	Quarter Hours Credit
X	T-ENG 101 Grammar	3	0	3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.
Prerequisite: None.

BUS 302	T-BUS 102 Typewriting	2	3*	3

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.
Prerequisite: None.

X	T-BUS 126 Machine Shorthand	5	6*	7

This course presents the basic principles and theory of Stenograph machine shorthand.
Prerequisite: None.

X	T-BUS 185 Vocabulary Building	3	0	3

A study of specialized vocabulary which is necessary in successful performance in court and conference reporting. Emphasis on business, engineering and technical terms.
Prerequisite: None.

X	T-BUS 114 Law	3	0	3

An introduction to law covering topics or contracts, torts, negligence, agency, and laws in general.
Prerequisite: None.

SECOND QUARTER

X	T-ENG 102 Composition	3	0	3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.
Prerequisite: T-ENG 101.

BUS 303	T-BUS 103 Typewriting	2	3*	3

instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.
Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

X	T-BUS 127 Machine Shorthand	5	6*	7

A continuation of T-BUS 126 with emphasis on machine operation. The development of the ability to take dictation on the Stenograph machine at the rate of 80 words per minute.
Prerequisite: T-BUS 126.

BUS 383L	T-BUS 183L Terminology and Vocabulary (Legal)	3	0	3

To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.
Prerequisite: None.

X	T-BUS 251 Court Procedure	3	0	3

Designed to give the student a general knowledge of courtroom procedures and practices. Emphasis on structure of the judicial system, types of courts, jurisdictions, and court room ethics.
Prerequisite: None

THIRD QUARTER

ENG 306	T-ENG 206 Business Communication	3	0	3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action--getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry.
Prerequisite: T-ENG 102.

BUS	304	T-BUS 104 Typewriting	2	3*	3

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.
Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

X		T-BUS 128 Machine Shorthand	5	6*	7

A continuation of T-BUS 127. The development of the ability to take dictation on the Stenograph machine at the rate of 100 words per minute on straight new matter.
Prerequisite: T-BUS 127.

BUS	383M	T-BUS 183M Terminology and Vocabulary (Medical)	3	0	3

To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.
Prerequisite: None.

X		T-BUS 252 Court Procedure	3	0	3

Continuation of court procedures with emphasis on trial procedures, appellate procedures, legal documents, deposition forms, and criminal and civil procedures.
Prerequisite: T-BUS 251.

FOURTH QUARTER

ENG	307	T-ENG 204 Oral Communication	3	0	3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.
Prerequisite: T-ENG 101.

X		T-BUS 201 Machine Shorthand	5	6*	7

A continuation of T-BUS 128. The development of the ability to take dictation on the Stenograph machine at a minimum of 120 words per minute on straight new matter.
Prerequisite: T-BUS 128.

	X	T-BUS 202 Dictation and Transcription	3	2	4

An introduction to the transcription of machine shorthand on the typewriter. The development of the ability to take dictation on straight new matter at a rate of 120-140 words per minute and to transcribe this dictation in an acceptable manner.
Prerequisite: T-BUS 201.

BUS	350	T-BUS 205 Advanced Typewriting	2	3*	3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.
Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.

BUS	384M	T-BUS 284M Terminology and Vocabulary (Medical)	3	0	3

Greater emphasis on an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.
Prerequisite: T-BUS 183M.

FIFTH QUARTER

	X	T-BUS 203 Dictation and Transcription	3	2	4

A continuation of T-BUS 202. Development of ability to take dictation of straight new matter at the rate of 140-160 words per minute and to transcribe at the rate of 25 words per minute.
Prerequisite: T-BUS 202.

SIXTH QUARTER

	X	T-BUS 204 Dictation and Transcription	3	2	4

A continuation of T-BUS 203. The development of ability to take dictation of straight new matter at the rate of 180-200 words per minute and transcribe at the rate of 30 words per minute.
Prerequisite: T-BUS 203.

X	T-BUS 253 Court Reporting	0	10	5

A course of actual court and/or conference reporting practice. Student will spend time in various courtroom situations, and/or conferences or convention reporting situations.
Prerequisite: Ability to take dictation of straight new matter at the rate of 175 words per minute.

ELECTIVES

An appropriate list of electives for this curriculum is shown from which the institution may select courses to complete the program of study. The institution has the prerogative to develop new courses for the electives or to modify courses from the suggested list to fulfill the local objectives. It is suggested, however, that technical courses be appropriate to the major area of study; that they not change or alter the major objectives of the program nor create a false impression of proficiency in an area either related or foreign to the major.

Elective courses must be selected from an associate degree course or new courses should be developed at a comparable level. The institution may elect to require certain courses or may let the student select an appropriate course.

COURT REPORTING

MA	310	T-MAT 110 Business Mathematics	5	0	5

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.
Prerequisite: None.

SOC	312	T-PSY 112 Personality Development	3	0	3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.
Prerequisite: None.

SOC	302	T-ECO 102 Economics	3	0	3

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.
Prerequisite: None.

X		T-ECO 108 Consumer Economics	3	0	3

Designed to help the student use his resources of time, energy and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.
Prerequisite: None.

	X	T-BUS 213 Office Practice	3	0	3

Designed to introduce the student to general office practices such as indexing, filing of notes, billing and rudimentary bookkeeping, use of dictating equipment, and other office functions.
Prerequisite: None.

SOCIAL SCIENCE

	X	T-SSC 201 Social Science	3	0	3

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.
Prerequisite: None.

	X	T-SSC 202 Social Science	3	0	3

A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.
Prerequisite: T-SSC 201.

SOC	310	T-PSY 206 Applied Psychology	3	0	3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee seiection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.
Prerequisite: None.

	X	T-SSC 205 American Institutions	3	0	3

A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage.
Prerequisite: None.

	X	T-POL 201 United States Government	3	0	3

A study of government with emphasis on basic concepts, structure, powers, procedures and problems.
Prerequisite: None.